
It is time for the cafeteria plan open enrollment. **All full-time (1560 or more hours annually) employees are REQUIRED to sign a form even if you decline participation. Participation cannot be cancelled or changed during the plan year (January-December 2016) except with a valid explanation under the following qualifying circumstances: new employee, marriage, divorce, death of spouse or child, birth of adoption of child, employment status change of employee or spouse, resignation or retirement.** Below is a schedule for your department. If you cannot be there on the dates the representative will be at your department, you may go to another department to enroll.

Wednesday	November 4 th	8:00 a.m. – 1:00 p.m. 2:30 p.m.- Finished	Fire Jail
Thursday	November 5 th	8:00 a.m. – 1:00 p.m. 2:30 p.m.- Finished	Fire Jail
Friday	November 6 th	8:00 a.m. – 1:00 p.m. 2:30 p.m. - Finished	Fire Jail
Monday	November 9 th	5:00 a.m.- 7:00 a.m. 10:00 a.m.-3:30 p.m.	Jail Sheriff
Tuesday	November 10 th	9:30 a.m. – 4:00p.m.	Courthouse/Annex Staff
Thursday	November 12 th	10:30 a.m. – 1:00 p.m. 5:30am – 8:30am	Make Up Jail
Friday	November 13 th	7:15 a.m. – Finished 11:00 a.m. – Finished	Road County Clerk

To help you understand what elective payroll deduction plans are available to you, please refer to your enrollment packet materials. If you are otherwise unavailable and cannot enroll during your Department times, you may come down to the Courthouse Annex on November 12th during the above time to enroll. ***Failure to attend an Open Enrollment Session may cause Termination of coverage's effective January 1, 2016.***